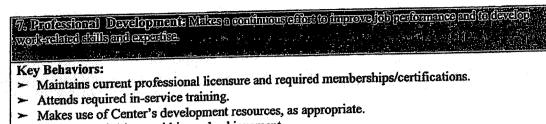
EXHIBIT 4 – Part 2

CORE COMPETENCIES/KEY BEHAVIORS

7. Salays Contibutes to a sale, clear, and greational environment. Key Behaviors: Alerts supervisor when conditions (e.g., systems, supplies, equipment) that have the potential to have a negative impact on patient safety are identified. Operates and maintains CPD equipment according to departmental guidelines; notifies designated staff of equipment malfunctions requiring more than routine adjustment. Disposes of trash, infectious waster and O.R. and/or clinical waste into proper receptacles per Center and departmental policies and guidelines. Addresses potential hazards immediately; informs supervisor/ lead technician immediately of accidents/injuries to patients, visitors, or self. Maintains a clean, safe organized work area and contributes to the upkeep of the departmental work environment. Wears appropriate personal protective attire (goggles, gloves, waterproof gown, boots). Weight: 5% 3 2 Performance Consistently Consistently Significantly fails Inconsistently results in exceeds required demonstrates demonstrates to demonstrate substantial impact behaviors behaviors behaviors behaviors Comments: Development Activity (if applicable):

Central Sterile Technician Central Processing Department



Identifies activities to aid in goal achievement. Keeps current on new developments in area of expertise.

Seeks appropriate knowledge of concepts, principles, and practices required of the job.

Keeps current on new developments in our area of expertise.

Seeks appropriate knowledge of concepts, principles, and practices required of the job.

| | | | | Weight: 5% |
|--|---|-------------------------------------|--|---|
| Significantly fails to demonstrate behaviors | 2 Inconsistently demonstrates behaviors | Consistently demonstrates behaviors | 4Consistently exceeds required behaviors | 5 Performance results in substantial impact |
| Comments: MIR BRYA | W IS CH | यामधे. | | |
| Development Activ | ity (if applicable): | | | |

Central Sterile Technician Central Processing Department

ATTENDANCE

An employee's appraisal rating will be based on the number of occasions and number of days absent (attendance record) as defined below.

| APPRAISAL RATING | ATTEND | DANCE RECORD |
|---|---------------------|-------------------------|
| | Number of Occasions | Number of Days |
| (s) | 0 | 0 days |
| (5) | 1 | 1 or·2 days |
| | 1 | 3 days |
| 4 | 2 | Total of 2 or 3 days |
| | i | 4 to 6 days |
| | 2 | Total of 4 to 6 days |
| 3 | 3 | Total of 3 to 6 days |
| | 4 | Total of 4 to 6 days |
| | 1 | 7 or 8 days |
| | 2 | Total of 7 to 8 days |
| | · 3 | Total of 7 to 8 days |
| 2 | 4 | Total of 7 to 8 days |
| | 5 | Total of 5 to 8 days |
| | 6 | . Total of 6 to 8 days |
| | 1 | 9 or more days |
| | 2 | Total of 9 or more days |
| | 3 | Total of 9 or more days |
| 1 | 4 | Total of 9 or more days |
| • | 5 | Total of 9 or more days |
| | 6 | Total of 9 or more days |
| | 7 or more | Total of 7 or more days |
| Comments: MIR BRYAIN ITHS NO ANY EMERGENCY DIA | V CALLED IN | SICIL OR TAKEN |
| I TILL PRYMING ITVIS NO | 1 Oninos II- | |
| ALL DAVOCATOS TOL | INFF. | |
| ANY EMELLUENCY WITH | 7 3.0 7 | Rating: 5 |
| | | |

AGE SPECIFIC COMPETENCIES

| 1. | Patient Care/Contact: Job interacts with patients accordance with departmental policies and standar noted below: All ages Pediatric Adolescent | s in providing care or in a support role in ds taking into consideration patients' age as Adult Geriatric X N/A |
|----|---|--|
| 2. | Age Specific Competencies: Indicate competence | ies (knowledge, skills and abilities) needed to |
| | recognize and respond appropriately to patients' p | hysical, mental, developmental, and psycho- |
| | social needs based on patients' age: | |
| | Competency | Assessment of Competency |
| | Applies age specific knowledge and skills to | <u>.</u> |
| - | assess and provide patient care and treatment | |
| | • | |
| 1 | Assesses and interprets age specific data | |
| | • | |
| | Performs treatments appropriate to patients' | |
| | age | |
| | • | |
| | Demonstrates age appropriate communication skills | - |
| | • | |
| _ | Involves family/significant other in plan of | |
| | care | |
| | • | |
| | Possesses knowledge of age specific | |
| | community resources | |
| | _ | |

GENERAL POSITION INFORMATION

| Ability to read, write and understand basic instructions X High school or G.E.D. High school plus 1-2 years of technical education. Type of technical education: Associate degree. Major: Bachelors' degree plus up to 1 year of post-degree work (internship). Type of post-degree work/internship: Masters degree. Major: Doctoral or law degree Major: Other: Major: Other: Major: The above level of education is needed to obtain the following critical knowledge/skills: MINIMUM LOB-RELATION EXPERIENCE (Indicate (the minimum legiplicment)). None Less than 1 year X 1 year 2 years 3 years 4 years 5 years 6-8 years 9-10 years 10+ years FIGENSES/REGISHRAMHONS/GERHUFICASHONS FIGENSES/REGISHRAMHONS/GERHUFICASHONS Type Required Preferred Licensure: Registration: Certification: CPD Certification (for Tech I) CPD Certification (for Tech II) X SPECIALS SKHELS AND INNOWIED CE Special technical, clinical, professional, or computer skills or knowledge not covered under Education or Experience: Skill/Knowledge Basic Intermediate Senior Expert 1 ABACUS X OPTIME A SKILL STAND SCHELLS AND INNOWIED CE Special technical of the standard of the still o | INVESTIGATION CONTRACTOR | EN KONTAN | Onisaviani (indle | erethe minimum |) redimenen |) |
|--|---|--|---|--------------------|---------------------------------------|-----------------------------|
| Bachelors' degree plus up to 1 year of post-degree work (internship). Type of post-degree work/internship: Masters degree. Major: Doctoral or law degree Major: Other: Major: Other: Major: Other: Major: Major: Other: Major: Other: Major: Other: Major: Other: Major: Other: Major: The above level of education is needed to obtain the following critical knowledge/skills: MINIMIEMATOB-RELIABIED EXPERIENCE (Indicate the minimum requirement) Nonc Less than 1 year X 1 year 2 years 3 years 4 years 5 years 6-8 years 9-10 years 10+ years FIGENSES/REGISHRAGHONS/GERGISH (Ashilons) Type Required Preferred Licensure: Registration: CPD Certification (for Tech I) X CPD Certification (for Tech II) X SPECIAL SIGNISTS AND KNOWLED GE Special technical, clinical, professional, or computer skills or knowledge not covered under Education or Experience: Skill/Knowledge Basic Intermediate Senior Expert | X High school of High school p | or G.E.D. plus 1-2 years o | f technical education. | | | |
| Bachelors' degree plus up to 1 year of post-degree work (internship). Type of post-degree work/internship: Masters degree. Major: Other: Major: Other: Major: The above level of education is needed to obtain the following critical knowledge/skills: MANIMUM JOBHRELAUED EXPERIENCE (Indicate the minimum requirement). None Less than 1 year X 1 year 2 years 3 years 4 years 5 years 6-8 years 9-10 years 10+ years FIGENSES/REGISHRANHONS/GERHIPICA/HIONS Type Required Preferred Licensure: Registration: Certification: CPD Certification (for Tech I) X SREGIAL SKHLUS AND KNOWLED GE Special technical, clinical, professional, or computer skills or knowledge not covered under Education or Experience: Skill/Knowledge Basic Intermediate Senior Expert | Associate deg | gree. | Major: | | | _ |
| Type of post-degree work/internship: Masters degree. Major: Doctoral or law degree Major: Other: Major: The above level of education is needed to obtain the following critical knowledge/skills: MANNAMUM(#OB=RECANDED)EXPERIENCE (Indicate (the minimum) sequifrement). None Less than 1 year X 1 year 2 years 3 years 4 years 5 years 6-8 years 9-10 years 10+ years If GENSES/REGISHRAMUONS/GERHIP(CANDONS) Type Required Preferred Licensure: Registration: Certification: CPD Certification (for Tech I) X SPECIAL SKRIEUS AND KNOWLEDGE Special technical, clinical, professional, or computer skills or knowledge not covered under Education or Experience: Skill/Knowledge Basic Intermediate Senior Expert | Bachelors' de | egree. | Major: | | | _ |
| Doctoral or law degree Major: Other: Major: The above level of education is needed to obtain the following critical knowledge/skills: MINIMUM(IOB-RELATIED)EXPERIENCE (Indicete the minimum requirement) None Less than 1 year X 1 year 2 years 3 years 4 years 5 years 6-8 years 9-10 years 10+ years IT(GENSES/REGISTRACTIONS/GERGIED/CANTONS Type Required Preferred Licensure: Registration: Certification: CPD Certification (for Tech I) X CPD Certification (for Tech II) X SPECIAL SKIBLS AND KNOWLEDGE Special technical, clinical, professional, or computer skills or knowledge not covered under Education or Experience: Skill/Knowledge Depth of Skill/Knowledge Basic Intermediate Senior Expert | Bachelors' de Type of post- | egree plus up to degree work/in | 1 year of post-degree ternship: | work (internship). | • | |
| Other: Major: The above level of education is needed to obtain the following critical knowledge/skills: MINIMUM JOB-RELATIED EXPERIENCE (Indicate the minimum lexiplicament) | Masters degre | ee. | Major: | • | | |
| The above level of education is needed to obtain the following critical knowledge/skills: MINIMUM OB RELATION EXPERIENCIE (Indicate the minimum Expulsement) | Doctoral or la | aw degree | Major: | | | - |
| None Less than 1 year X 1 year 2 years 3 years 4 years 5 years 6-8 years 9-10 years 10+ years | Other: | | Major: | | | - - |
| None Less than 1 year X 1 year 2 years 3 years 4 years 5 years 6-8 years 9-10 years 10+ years Type Required Preferred Licensure: Registration: Certification: CPD Certification (for Tech I) X CPD Certification (for Tech II) X SPECIAL SKILLS AND KNOWLED GE Special technical, clinical, professional, or computer skills or knowledge not covered under Education or Experience: Skill/Knowledge Basic Intermediate Senior Expert | | | | | · · · · · · · · · · · · · · · · · · · | |
| 4 years 5 years 6-8 years 9-10 years 10+ years Type Required Preferred Licensure: Registration: Certification: CPD Certification (for Tech I) CPD Certification (for Tech II) X SPECIAL SKILLS AND KNOWLED GE Special technical, clinical, professional, or computer skills or knowledge not covered under Education or Experience: Skill/Knowledge Basic Intermediate Senior Expert | MUNIMUM 10B | FIELAMED E | र्यमञ्जयस्थान्यस्य (विक्तीस | សូម្បាល ក្រៅការ៉ុល | तिल्लामीतकारकार्य) | 14 . Ç ^t |
| Type Required Preferred Licensure: Registration: Certification: CPD Certification (for Tech I) CPD Certification (for Tech II) X SPECIAL SKILLS AND KNOWLEDGE Special technical, clinical, professional, or computer skills or knowledge not covered under Education or Experience: Skill/Knowledge Basic Intermediate Senior Expert 1 ABACUS X Type Required Preferred X Depth of Skill/Knowledge Expert ABACUS X | | | | | | 3 years |
| Type Required Preferred Licensure: Registration: Certification: CPD Certification (for Tech I) CPD Certification (for Tech II) X SREGIALS KHELS AND KNOWLEDGE Special technical, clinical, professional, or computer skills or knowledge not covered under Education or Experience: Skill/Knowledge Basic Intermediate Senior Expert 1 ABACUS X | None | Less that | n Iyear <u>X</u> Iyear | 2 ye | ears | - |
| Certification: CPD Certification (for Tech I) CPD Certification (for Tech II) X SPECIAL SKIELUS AND KNOWLED GE Special technical, clinical, professional, or computer skills or knowledge not covered under Education or Experience: Skill/Knowledge Basic Intermediate Senior Expert ABACUS X | None 4 years | Less that | n l year <u>X</u> 1 year 6-8 ye | 2 ye ars 9-1 | ears 0 years | 10+ years |
| Special technical, clinical, professional, or computer skills or knowledge not covered under Education or Experience: Skill/Knowledge Basic Intermediate Senior Expert ABACUS X | None 4 years ITEENSES/REG Licensure: | Less that | n 1 year <u>X</u> 1 year 6-8 ye (CERGIUFI CAMIONS | 2 ye ars 9-1 | ears 0 years | 10+ years |
| Special technical, clinical, professional, or computer skills or knowledge not covered under Education or Experience: Skill/Knowledge Basic Intermediate Senior Expert ABACUS X | None 4 years ICCENSES/REG Licensure: Registration: | Less that 5 years SHRATHONS CPD Certific | n 1 year X 1 year 6-8 ye // CERMINEL CAMPIONS Type cation (for Tech I) | 2 ye ars 9-1 | Required | 10+ years Preferred |
| or Experience: Skill/Knowledge Basic Intermediate Senior Expert ABACUS X | None 4 years ETCENSES/REC Licensure: Registration: Certification: | Less that 5 years ISTRAGILONS CPD Certific | n 1 year X 1 year 6-8 ye GERGIFICATIONS Type Cation (for Tech I) cation (for Tech II) | 2 ye ars 9-1 | Required | 10+ years Preferred |
| Basic Intermediate Senior Expert ABACUS X | None 4 years ETGENSES/REG Licensure: Registration: Certification: | Less that 5 years ISHRATHONS CPD Certific CPD Certific | n 1 year X 1 year 6-8 ye 6-8 ye // GERGHULICAMHONS Type cation (for Tech I) cation (for Tech II) | 2 ye ars 9-1 | Required X | Preferred X |
| 1 ABACUS X | None 4 years Licensure: Registration: Certification: SPECIAL SKILL Special technical, cor Experience: | Less that 5 years ISTRAGIONS CPD Certific CPD Certific CPD Certific SAND KNOW | n 1 year X 1 year 6-8 ye 6-8 ye // GERGHULICAMHONS Type cation (for Tech I) cation (for Tech II) | ars 2 ye gars 9-1 | Required X ot covered und | Preferred X |
| | None 4 years Licensure: Registration: Certification: SPECIAL SKILL Special technical, cor Experience: | Less that 5 years ISTRAGIONS CPD Certific CPD Certific CPD Certific SAND KNOW | Type Cation (for Tech I) Cation (for Tech II) Cation (for Tech II) Cation (for Tech II) | ars 9-1 | Required X ot covered und | Preferred X der Education |
| | None 4 years ETGENSES/REG Licensure: Registration: Certification: SRECIAL SKIEL Special technical, cor Experience: Skill | Less that 5 years ISTERATIONS CPD Certific CPD Certific CPD Certific S AND KNOX clinical, profess | n 1 year X 1 year 6-8 ye 6-8 ye // CERTIFICAMIONS Type cation (for Tech I) cation (for Tech II) VILIDGE ional, or computer ski | ars 9-1 | Required X ot covered und | Preferred X der Education |
| | None 4 years ETGENSES/REG Licensure: Registration: Certification: SREGIAL SKILL Special technical, of Experience: Skill A | Less that 5 years Syears CPD Certific | Type Cation (for Tech I) cation (for Tech II) cation (for Tech II) boat or computer ski | ars 9-1 | Required X ot covered und | Preferred X der Education |
| | None 4 years ETGENSES/REG Licensure: Registration: Certification: SREGIAL SKILL Special technical, of Experience: Skill A | Less that 5 years Syears CPD Certific | Type Cation (for Tech I) cation (for Tech II) cation (for Tech II) boat or computer ski | ars 9-1 | Required X ot covered und | Preferred X der Education |

Central Sterile Technician Central Processing Department

GENERAL POSITION INFORMATION

| | | - | Walter Barre | |
|---|------------------------|---|--|------------------------|
| STANTSURGANISION | | | The state of the s | tinue to next section) |
| 1. Does this job directly supervise other position | ons: Y | es <u>X</u> | . 140 (TI DO' COU | unde to hear section) |
| | | | | |
| 2. If Yes, # of Direct Reports: | | | | |
| | Diseast Curbs | audinatas | | |
| *************************************** | ur Direct Sub | <u>VFUIHALES</u> | Number of Emp | lovees |
| Job Title | | • | AMERICA OF EASILY | , |
| | | | | |
| | | | ···· | |
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| | | | | |
| | | | | |
| | | | | |
| 3. Nature of Supervision: | | | | |
| Assign work and follow-up | | Train | | |
| Develop job responsibilities/content | | | b candidates | |
| Conduct performance appraisal | | | e when appropr | |
| Make recommendations on hiring and | l firing | | ne work prioritie | |
| 4. Number of Indirect Reports (Employees that | t report into yo | ur "Direct" S | ubordinates in # | 2 above.): |
| 7. Italian of management (and the | • | | | |
| CONTACIS | | | | |
| INTERNAL CONTACTS WITHIN MSKCC | • | | | |
| This job interacts with the following groups of M | MSKCC staff or | n a regular an | id recurring basi | S: |
| Types of Contacts* | | Type o | f Communicati Advising/ | <u>ons</u> |
| | | ormation Sharing | Explaining | Persuading |
| Senior Executives / V.P.'s | | mai mg | Dahmmin | • |
| Associate Hospital Administrators / Direct | tors | | | |
| Service Chiefs / Dept. Chairs | | | | |
| Service Chiefs / Dope Chang | | | | |
| | | | | |
| Program Directors (SKI) | | | | |
| Program Directors (SKI) Administrators, Managers | | <u>x</u> | | |
| Program Directors (SKI) Administrators, Managers Attending Staff / Principal Investigators | | <u>X</u> <u>X</u> | | |
| Program Directors (SKI) Administrators, Managers Attending Staff / Principal Investigators Peers outside Division | | | | |
| Program Directors (SKI) Administrators, Managers Attending Staff / Principal Investigators Peers outside Division None of the above | | | | |
| Program Directors (SKI) Administrators, Managers Attending Staff / Principal Investigators Peers outside Division None of the above (do not include your boss or subordinates) | | <u>x</u> | | |
| Program Directors (SKI) X Administrators, Managers Attending Staff / Principal Investigators Peers outside Division None of the above (do not include your boss or subordinates) | rties on a regula | X ar and recurri | ng basis. | |
| Program Directors (SKI) X Administrators, Managers Attending Staff / Principal Investigators Peers outside Division None of the above *(do not include your boss or subordinates) EXTERNAL CONTACTS: | | X ar and recurri | ng basis. | |
| Program Directors (SKI) Administrators, Managers Attending Staff / Principal Investigators Peers outside Division None of the above (do not include your boss or subordinates) EXTERNAL CONTACTS: This job interacts with the following external par | Information | X ar and recurring Type of Co Advising/ | ng basis. mmunications Persuading | Negotiating |
| Program Directors (SKI) Administrators, Managers Attending Staff / Principal Investigators Peers outside Division None of the above (do not include your boss or subordinates) EXTERNAL CONTACTS: This job interacts with the following external par Types of Contacts | | X ar and recurri | mmunications | Negotiating |
| Program Directors (SKI) Administrators, Managers Attending Staff / Principal Investigators Peers outside Division None of the above (do not include your boss or subordinates) EXTERNAL CONTACTS: This job interacts with the following external par Types of Contacts Patients and their Families | Information | X ar and recurring Type of Co Advising/ | mmunications | Negotiating |
| Program Directors (SKI) X Administrators, Managers Attending Staff / Principal Investigators X Peers outside Division None of the above (do not include your boss or subordinates) EXTERNAL CONTACTS: This job interacts with the following external par Types of Contacts Patients and their Families Community Organization | Information | X ar and recurring Type of Co Advising/ | mmunications | Negotiating |
| Program Directors (SKI) Administrators, Managers Attending Staff / Principal Investigators Peers outside Division None of the above (do not include your boss or subordinates) EXTERNAL CONTACTS: This job interacts with the following external par Types of Contacts Patients and their Families Community Organization Media | Information | X ar and recurring Type of Co Advising/ | mmunications | Negotiating |
| Program Directors (SKI) Administrators, Managers Attending Staff / Principal Investigators Peers outside Division None of the above (do not include your boss or subordinates) EXTERNAL CONTACTS: This job interacts with the following external par Types of Contacts Patients and their Families Community Organization Media Licensing / Regulatory agencies | Information | X ar and recurring Type of Co Advising/ | mmunications | Negotiating |
| Program Directors (SKI) X Administrators, Managers Attending Staff / Principal Investigators X Peers outside Division None of the above *(do not include your boss or subordinates) EXTERNAL CONTACTS: This job interacts with the following external par Types of Contacts Patients and their Families Community Organization Media Licensing / Regulatory agencies Research Sponsors | Information | X ar and recurring Type of Co Advising/ | mmunications | Negotiating |
| Program Directors (SKI) X Administrators, Managers Attending Staff / Principal Investigators X Peers outside Division None of the above *(do not include your boss or subordinates) EXTERNAL CONTACTS: This job interacts with the following external par Types of Contacts Patients and their Families Community Organization Media Licensing / Regulatory agencies Research Sponsors Corporate / Individual Donors | Information Sharing | X ar and recurring Type of Co Advising/ | mmunications | Negotiating |
| Program Directors (SKI) X Administrators, Managers Attending Staff / Principal Investigators X Peers outside Division None of the above *(do not include your boss or subordinates) EXTERNAL CONTACTS: This job interacts with the following external par Types of Contacts Patients and their Families Community Organization Media Licensing / Regulatory agencies Research Sponsors | Information | X ar and recurring Type of Co Advising/ | mmunications | Negotiating |

Central Sterile Technician Central Processing Department

GENERAL POSITION INFORMATION

RINSICAL DENANDS (Types and frequency of physical effort)

- Some heavy lifting
- Some heavy pulling & pushing
- Standing for long periods of time
- Working with hazardous chemicals
- Working in area with high temperatures
- Visual concentration

| NORKSKIG CONDUITIONS (Summarize, include disagreeable conditions or potential lararies), | |
|--|--|
| | |
| | |

Normal working conditions

Working in some areas of high humidity, wearing PPE. Possible exposure to hazardous X Other:

Central Sterile Technician Central Processing Department

SUMMARY RATING WORKSHEET

Edmund Bryan #52340 Employee: Central Sterile Technician I/II Job Title: Dept. Name: Central Sterile Processing

To enter information into the Excel spreadsheet below, double click anywhere on the worksheet. Data can be entered into the columns titled Job Responsibilities, Weight, and Rating. The Score and remaining calculations will be performed automatically. To return to the main document, click anywhere outside the Excel spreadsheet.

| | Job Responsbillifes (55 %)) | Weight | 4. 4.7 | Rading | 建进车 | Score |
|----|------------------------------------|-------------|--------|-------------|-----|-------|
| 1 | Infection Control | 20% | х | 3 | = | 0.60 |
| | Assembly & Packaging | 20% | x | 3 | == | 0.60 |
| | Sterilization | 20% | х | 3 | = | 0.60 |
| | Storage | 15% | x | 3 | = | 0.45 |
| 5 | Distribution | 15% | x | 3 . | = | 0.45 |
| 6. | Inventory Management | 10% | х | 3 | = | 0.30 |
| v. | III I ASSOCIATE TERMINADALITATION | 100% | | | | |
| | | Total for l | Respor | nsibilities | = | 3.00 |

| | (%දිනි) සම්භණයට නැවෙ | 2 | Weight | | Rating | | Score |
|---------|---------------------------------|---|-----------|-----|-----------|-----|-------|
| 1 | Customer Service | | 15% | х | 2 | == | 0.30 |
| 2 | Teamwork | | 20% | х | 2 | = | 0.40 |
| 2. | Communication | | 15% | х | 3 | = | 0.45 |
| J. A | | | 15% | х | 3 | = | 0.45 |
| 4. | Judgement Initiative | • | 15% | х | 3 | === | 0.45 |
| J. | Effectiveness | | 10% | x | 3 | == | 0.30 |
| 6. | | | 5% | ••• | 3 | | 0.15 |
| /. | Safety B. Garrianal Davidsment | | 5% | x | 3 | = | 0.15 |
| 8. | Professional Development | | 100% | | | · | |
| | | | Total for | Com | petencies | = | 2.65 |

| Affendance (10%)) | Weight Rading | 14 | Score |
|-------------------|----------------------|----|-------|
| | 100% x 5. | = | 5.00 |
| | Total for Attendance | # | 5.00 |

| Summary Railing | | Total | 7 | Welght | Score |
|--------------------------------|-------|-------|---|--------|-------|
| Tetal for Job Responsibilities | | 3.00 | х | 55% = | 1.65 |
| Total for Core Competencies | | 2.65 | x | 35% = | 0.93 |
| Attendance | | 5.00 | х | 10% = | 0.50 |
| Final Summany Radag | 一种特殊的 | (| | | 3.08 |

PERFORMANCE APPRAISAL SUMMARY

Final Summary Ratings:

- 4.50 5.00 = Employee demonstrates truly outstanding performance and has made a significant contribution through his/her efforts.
- 3.50 4.49 = Employee consistently exceeds the high expectations of the Center and sets an excellent example for other employees.
- 2.50 3.49 = Employee consistently meets the high expectations of the Center and is a valued employee.
- 1.50 2.49 = Employee does not consistently meet the expectations for the position. A work improvement plan is required with specific goals and timeframes for improved performance.
- 1.00 1.49 = Employee fails to meet the expectations for the position. This employee should be on Final Written Warning for one or more aspects of his/her performance.

Identify the employee's strongest points:

Mr BRYKW IS KILWAYS ON TIME, DOES NOT CALL IN SICK.

Identify the employee's developmental needs:

HR BRYAN HELDE TO WORK WITH MORE SOUD IN WOLK. HE VECOS to DEVELOPE UKILIS AN A TEAM MEM DER.

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DEVELOPMENT PLAN

This development plan should focus on the employee's development in his or her current position. The manager and the employee should jointly establish development objectives for the year. Development objectives should target both strengths and needs based on this performance appraisal. Review the comments in the Development Activity box following each responsibility and set objectives that are aligned with personal, group, departmental, and organizational goals. Effective development objectives should be both challenging and achievable; they should be observable and measurable, with specific time frames. Development activities may include on-the-job learning experiences, cross-functional assignments, involvement in special projects, job rotation, meeting with professionals in other functions or in other organizations, learning from other's feedback (e.g., peer, colleague, friend, subordinate, boss, coach, mentor), self-study (e.g., books, articles), and training (classroom and computer-based courses).

DEVELOPMENT PLAN FOR JOB RESPONSIBILITIES

| | Results | | | |
|---|--|--|--|---|
| - | Target Dates | | | |
| | Responsibility/ Target Involvement of Others Dates | | | - |
| | Activity | | | |
| | Development Objective | | | |

| DEVELOPMENT PLAN FOR COMPETENCIES | COMPETENCIES | · ". | | | |
|---|--------------|---------------------------------------|-----------------|---------|----------|
| Development Objective | Activity | Responsibility/ Involvement of Others | Target Dates | Results | |
| | | | | | |
| | | | | | |
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| | | | | | |
| Central Sterile Technician Central Processing Department | | | | Page 24 | 24 |
| | | | | | |

| | SIGNATURES | |
|-------------------|---|---------------------------------------|
| | Employee's comments on the evaluation and the evaluation discussion: | |
| | | |
| | Supervisor's comments on the evaluation discussion: | |
| • | MR BRYAW REFUSED TO SIGN AND HAD | |
| | NO INTEREST IN HIS EVAL | WATTOW, |
| | Ripto efelt | l l l l l l l l l l l l l l l l l l l |
| | Signatule of Reviewer | 11/10/04 |
| (12 | Signature of Reviewer's Supervisor | / Daté Signed |
| 20PUSES TO SIL | Signature of Employee | Date Signed |
| | Expectations for the next appraisal period were reviewed and discussed. A copy of performance expectations and key behaviors was distributed to employee. | |
| | Signature of Reviewer | Date Signed |
| | Signature of Employee | Date Signed |
| | Central Sterile Technician Central Processing Department | Page 25 |



Rating Scale Descriptions: Please use the following rating scales to evaluate the performance of the employee on Job Responsibilities and Core Competencies. Read the performance expectations for each responsibility and key behaviors for each competency carefully in order to be as precise in your rating as possible. A rating of "3" indicates the employee is meeting the high expectations set by the Center and is valued by the organization.

Job Responsibility Rating Scale:

- 5 = THIS RATING SHOULD BE RESERVED to indicate a level of performance for this responsibility that is truly unusual in relation to the stated requirements and has substantial impact.
- Indicates performance that significantly and consistently exceeds the stated requirements for this responsibility (e.g., can function more independently than expected, is sought out as a resource by other staff, can handle unusual situations, develops new approaches or methods, does more than routine workload, takes on more work for own development).
- 3 = Indicates performance that consistently meets the stated requirements for this responsibility with the expected amount of supervision, within the established time frames, under routine circumstances.
- 2 = Indicates performance that inconsistently meets the stated requirements for this responsibility.
 Improvement in performance is needed and should be monitored as part of the Progressive Discipline Process.
- 1 = THIS RATING SHOULD BE RESERVED to indicate a level of performance that significantly fails to meet the stated requirements for this responsibility. The employee should be in one of the warning stages of the Progressive Discipline Process.

Competencies Rating Scale:

- 5 = THIS RATING SHOULD BE RESERVED to indicate a level of performance for this competency that is truly unusual and demonstrates a new standard for behaviors associated with this competency, and has substantial impact.
- 4 = Indicates performance that significantly and consistently exceeds the stated behaviors associated with this competency.
- 3 = Indicates performance that consistently demonstrates the stated behaviors associated with this
- 2 = Indicates performance that inconsistently demonstrates the behaviors associated with this competency. Improvement in performance is needed and should be monitored as part of the Progressive Discipline Process.
- 1 = THIS RATING SHOULD BE RESERVED to indicate a level of performance that significantly fails to demonstrate the stated behaviors associated with this competency. The employee should be in one of the warning stages of the Progressive Discipline Process.